

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: November 19, 2018

| <u>Members:</u> | | | |
|---|----------------|--|--------------------|
| Moniek Silas-Lee | present | Frenchie Granger (1 year) | absent |
| Beth Cross | absent | Marti Cuvelier (1 year) | present |
| Rebekka Cranmer (2 years) | present | Michelle Roberts (1 year) | absent |
| Jamie Lillis (2 years) | present | Keisha Hollomon (1 year) | present |
| Jennifer Gardinier (2 years) | present | Charlotte Smith (1 year) | present |
| Carla Romero (2 years) | present | Brian Francisco (Parent) Alicia Bell(Parent Liaison) | Both absent |
| Anjoo Sikka | present | John DeFazio | present |
| <u>Team Norms:</u> *Begin and end meeting on time! *Stick to agenda! *Rotate roles and responsibilities *Execute responsibilities and prepare “next steps”! *No sidebar conversations! | | <u>Roles:</u> Facilitator: Jamie Lillis Focuser: Marti Cuvelier Recorder: Carla Romero | |
| <u>Agenda:</u> <ul style="list-style-type: none"> ● Set the agenda ● Approval of Minutes <ul style="list-style-type: none"> ○ Jamie Lillis 1st, Marti Cuvelier 2nd ● Academic/School Direction <ul style="list-style-type: none"> ○ Alignment of SIG to instruction - process needs to be streamlined. <ul style="list-style-type: none"> ■ CFAs <p>Start slow with CFAs. Grades 3,5 & 8 have 3 tests per year. Grades 4,6 & 7 have 4 tests. Discussed how they would be graded and how will teachers use the data. Tests can be graded with a task analysis on eDoctrina. Decided to use the math CFAs. Will bring it to the instructional committee.</p> <ul style="list-style-type: none"> ● Weekly Team Meetings/EGLM - PD Topics <p>Moved to the last week in November. Topic is Restorative (ACES).</p> <ul style="list-style-type: none"> ○ Grade Level Meetings guidelines <ul style="list-style-type: none"> ■ Choices <ul style="list-style-type: none"> ● Teachers plan the agenda & submit 24 hours ahead of time ● Administration plans the agenda & will send it 24 hours in advance ● Agenda on the team drive - teachers & administrators add items 24 hours in advance ○ Extended Grade Level meetings <ul style="list-style-type: none"> ■ Occur once a month & regular grade level meetings will be canceled that week ■ Past Topics: <ul style="list-style-type: none"> ● 10/22 - Instructional Topics: Data Sheets, Data, Student Led conferences, AIS plans ● 11/11 - Restorative Topics: ACES (Changed to the last week in November) ■ Dates for future meetings: | | | |

- 12/9 - Vocabulary PD - Sharon Peck
 - Instructional Topic - CFAs
 - 1/13
 - Community Topic
 - 2/10
 - Restorative Topics
 - 3/10
 - Community Topic
 - 4/21
 - Instructional Topic
- **Committee Update - Reports**
 - **PD Committee**
 - Request for Trauma Informed Classrooms are being planned
 - Carla Carey: Collegial Circle- IXL math, all approved. (5 hours)
 - Abby Martino: IEP Development Process, all approved.(2 hours)
 - **Community Engagement Committee**
 - One person from the committee will be in charge of each event. That person is responsible for the leg work for the event including advertising the event.
 - Chili Cook off & SL Conferences
 - Teachers need to make sure they are sending out fliers for events. Working on a way to send mass emails.
 - **Social Emotional Committee**
 - Restorative Team - Meets once a month with Kevin Baldwin
 - DeFazio shared with the team around discipline and suspension data, how staff members are being utilized. Findings students are exiting the room without referrals if only for documentation purposes. Discussed using restorative language without students in the building. Understanding that students can receive a consequences
 - PDs - Restorative Language
 - Restoring teachers
 - Guy Heard - (McClain) Trauma informed PD
 - Social Committee
 - Try to promote more social events.
 - STRONG Committee - Meeting notes and monthly discipline data uploaded into SEC Team Drive
 - Biggest concerns leaving the room, fighting at grades 3, 4 and 6th
 - Attendance increase to 85% (last year) to 92% (this year)
 - Strong events - Candy Cane grams, Middle School Staff vs student basketball game and gingerbread houses
 - Data Team - John DeFazio - Aligned with the SIG grant
 - Data Committee
 - **Instructional Committee**
 - CFAs - SBPT agreed to start with math
 - AIS: Talked about using CFAs to exit MS students out of AIS
 - Guidelines for conferences - teachers to continue within the team setting
 - Guidelines for data sheets & portfolios -
 - NWEA - Next meeting

- ELA shift direction - Being a Writer is working for writing. Still a need for a specific guidance/guideline
 - Next generation Science Standards - MSP Grant 20/22 and 20/23
 - Improve student vocabulary - Strategies and next steps. Address strategies and importance of teaching vocabulary in EGLM.
 - **Teacher Powered Schools - Conference Updates - 8 participants - November 30 - December 2nd PD**
 - Eight people going. They will put together a presentation to share with staff.
 - **Superintendent's Day Conference days 1/2 day December 7th - Building based**
 - **December 3rd - Tentative day for meeting with SUNY Geneseo 1:30-3pm Meet and Greet**
- Get together with SUNY Geneseo staff. Send 1 person from each grade level to attend.**
- **Student Clubs**
 - will be on Thursdays 3:30-5:30
 - Budget will allow for 7-8 teachers
 - Students will receive transportation
 - Grades 5-8
 - **Mental Health therapist from Villa of Hope. Starts in January.**

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|-----------------------------|-----------------------------------|
| <u>Action Steps:</u> | <u>Person Responsible:</u> |
| | |

Agenda items/steps for next meeting:
Committee reports
PD approval
Minutes approved

Date of Next Meeting: **December 17, 2018**